

**ATI Flat Rolled Products**

**Local Joint Committee**

**&**

**The United Steelworkers**

**ICD Learning Center**

*presents*

**Fall 2019**

**ICD Course Catalog**

*Brackenridge - Latrobe - NHO - Vandergrift*



# YOUR LOCAL JOINT COMMITTEE FOR CAREER DEVELOPMENT IS PLEASED TO PRESENT TO YOU THE FALL 2019 COURSE CATALOG!

## How Does Your \$3,800/year Allowance Break Down:

### **Tuition Assistance Allowance: (ex: Lenape Tech, CCAC, WCCC)**

A maximum of \$1,800 per year is available to each employee. These funds can be applied to tuition assistance and books. Contact Joe McAninch for tuition assistance requests.

### **Customized Class Allowance: (ex: C&C, Upholstery)**

A maximum of \$2,000 per year is available to each employee. When registering for customized classes, please note any special registration requirements. Penn Foster (Online Learning) registration must go through Joe McAninch.

**NOTE: A Customized Classes & Tuition Reimbursement Application must be fully completed for registration and reimbursement. Please remember to attach any necessary receipts/invoices.** A copy of the new form and policy is included in the catalog for your convenience.

Please return the form to the ICD Office in Brackenridge by mail or email ([ICDoffice@ATImetals.com](mailto:ICDoffice@ATImetals.com)).

### **Contact Information:**

Joe McAninch

Cell Phone: (724) 713-7433

Email: [joeruthmac@yahoo.com](mailto:joeruthmac@yahoo.com)

Brackenridge Union Hall Hours - Wednesdays 1:30-4:30PM (724-224-9000)

Leechburg Union Hall Hours - Tuesdays 1:30-4:30PM (724-845-1479)

### **Your Local Joint Committee**

Matt McIntyre, Local 1138

Todd Cyphert, Local 1138-1

Chris Cummings, Local 1196

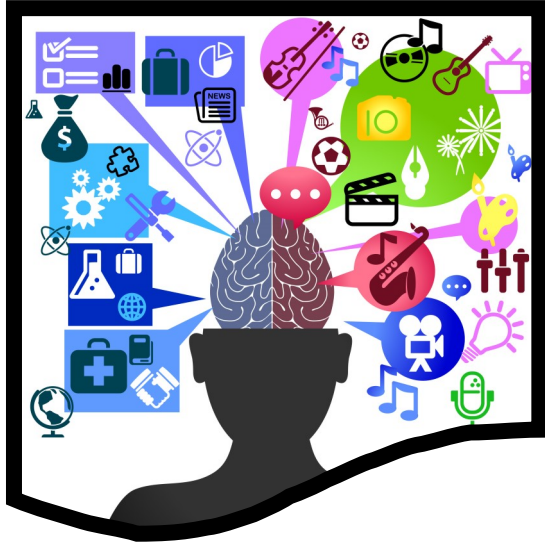
Betty Ament, Local 1196-1

Don Barchesky 1138-6

Meghan Ambrose, ATI Flat Rolled Products

Thank you for making the Career Development program a success!

# General Information



## New Class Idea?

*Have you ever thought of a class you would like to take?*

**Some of the most popular classes have been created by an idea from a student. Find four likeminded students and let us know! We will find a teacher and site to run the class.**

### ICD Office Contact Information

Meghan Ambrose: [Meghan.Ambrose@ATImetals.com](mailto:Meghan.Ambrose@ATImetals.com)  
Phone: (724) 226-5894

Joe McAninch: [JoeRuthMac@yahoo.com](mailto:JoeRuthMac@yahoo.com)  
Cell: (724) 713-7433

Office Location: 100 River Road  
Brackenridge, PA 15014  
Fax: (724) 226-5425

**Email Us!**  
[ICDoffice@ATImetals.com](mailto:ICDoffice@ATImetals.com)

# Stay Connected Through Our Facebook Page!!!



[www.facebook.com/icdati](http://www.facebook.com/icdati)

Know about  
upcoming classes!

Read about the  
experiences of  
other employees!

See projects that  
were created!

**Find us by typing in the URL above or by searching  
ICD ATI on Facebook!**



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# 3RiversPC Computer Courses

Due to employee scheduling conflicts, the instructor can sometimes work you in between classes on alternative days. If you have a scheduling conflict, call the computer lab at (724) 904-7756

**Class Times**  
8:30AM, 11:45AM, & 4:30PM

A minimum of 5 students are required for a computer class. Sign up!

**Clean Your PC**

Tuesdays September 16th—October 22nd (4 Weeks)

**Computer Repair**

Thursdays September 19th—December 12th (10 Weeks)

**3D Printing II**

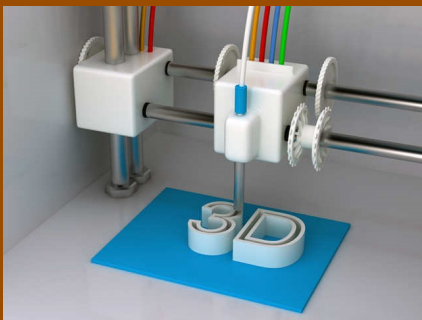
Wednesdays October 23rd—November 13th (4 Weeks)

**Excel Formulas**

Tuesdays November 26th—December 3rd (2 Weeks)

**Facebook Groups and Pages**

Wednesdays December 4th—December 11th (2 Weeks)



Computer Courses are held at the Brackenridge ICD Learning Center



To Enroll: Call Joe McAninch at (724) 713-7433 and leave your name, phone number (no work numbers) and the course you would like to take. The computer classes are the only classes that do not require completion of a Customized Classes & Tuition Reimbursement Application.

# 3RiversPC Computer Course Overview

## **Clean PC—4 Weeks**

*Tuesdays, September 17-October 22, 2019*

In this class we will learn how to clear your PC of all the “junk” that comes with it and slows your system down. This course will also cover how to clean cache and rid your computer of malware.

## **Repair Your PC—10 Weeks**

*Thursdays, September 19—December 12, 2019*

Come learn how to repair your PC by doing it in real time on real computers. We have repaired hundreds of PCs in this class over the years! In this class you will learn the basics all the way up to installing operating systems. Students are responsible for licenses for the software they install. \*We limit repair on laptops to software and removing malware.

## **3D Printing II—4 Weeks**

*Wednesdays, October 23—November 13, 2019*

This is a follow up to 3D Printing I. Week one will be an overview of 3D Printing I and the remaining weeks the class will dive into multi-structures, supports, and more!

## **Excel Formulas—2 Weeks**

*Tuesdays, November 26-December 3, 2019*

This course will cover advanced formulas that allow for use in both home and business use.

## **Facebook Groups and Pages—2 Weeks**

*Wednesdays, December 4—December 11, 2019*

Come join us to learn how to create Facebook groups and pages as well as how to administer and moderate them.

# Upholstery Class

## Dates & Times

Monday's , September 16<sup>th</sup>—November 18<sup>th</sup>  
6:00pm-9:00pm

Brackenridge ICD Learning Center

PRESENTED BY...  
HEINLE UPHOLSTERY

Students will learn how to reupholster, cut fabric, tie springs and do frame repair. Other skills to be learned include: hand sewing, machine sewing, antique restoration, reupholstering dining room and living room chairs, love seats, and ottomans. Students can also work on a custom project.

Each student is responsible for purchasing all fabric and supplies necessary for their projects. All supplies can be purchase through the instructor.

Classes held at the ICD Learning Center - Brackenridge  
*Enrollment is on a first come, first serve basis*

### To Enroll:

- 1. Complete the customized classes and tuition assistance reimbursement application and submit to the ICD Office in Brackenridge.**
- 2. Call Joe McAninch at (724) 713-7433. Leave your name, phone number (no work numbers), and the name of the course.**



# Scuba Diving Course



**Cost of class \$425**  
Cost of class will be deducted from your tuition amounts.

- Class can be taken at your convenience
- This all inclusive class features classroom instruction, confined and open water instruction
- Upon completion of course you will receive a PADI open water certification card that enables you to dive in any water and purchase any diving equipment

If interested contact Jennifer Dillaman at Scott's Scuba  
Phone: (724) 295-3500  
Email: [ScottsScubaService@gmail.com](mailto:ScottsScubaService@gmail.com)

## To Enroll:

1. Complete the customized classes and tuition assistance reimbursement application and submit to the ICD Office in Brackenridge.
2. Call Joe McAninch at (724) 713-7433. Leave your name, phone number (no work numbers), and the name of the course.



# Maintenance Preparation Training

PENN FOSTER  
Changing the World through  
Knowledge + Skill since 1890

1890-2015



## ***Segment 1 – General Maintenance (75 hours)***

Skilled-Trade Safety, Industrial Math, Energy Force and Power, Common Hand Tools

## ***Segment 2 – General Maintenance (85 hours)***

Precision Measuring Instruments, Power Tools, Electrician's Tools, Plumber's Tools, Print Reading, Layout Math

## ***Segment 3 – Mechanical Maintenance (140 hours)***

Pipe and Welding Drawings, Sketching, Sheet Metal Basics, Preventative Maintenance, Bearings and Seals, Lubrication, Mechanical Power Transmission, Hydraulic Power Basics

## ***Segment 4 – Mechanical Maintenance (130 hours)***

Hydraulic Components and Controls, Advanced Hydraulics and Pneumatics, Pipes Fittings and Valves, Predictive Maintenance, Problem Solving and Troubleshooting

## ***Segment 5 – Mechanical Maintenance (105 hours)***

Fundamentals of Welding and Cutting, Shielded Metal Arc and Mig Welding, Welding Techniques, Rigging Equipment and Practices

## ***Segment 6 – Electrical Maintenance (70 hours)***

AC and DC Principles, Circuit Analysis, Ohm's Law, Inductors, Capacitors, Motor and Generator Basics

## ***Segment 7 – Electrical Maintenance (70 hours)***

Troubleshooting with VOMs, Conductors and Conduit, Industrial Boxes and Raceways, Industrial Electrical Devices, Connecting Equipment, Relay Ladder Logic, Contactors and Solenoids

## ***Segment 8 – Electrical Maintenance (125 hours)***

Electrical Blueprint Reading, Wiring Practices, Grounding, Communications Wiring, Industrial DC and AC Motors, Motor Control Technologies

## ***Segment 9 – Electrical Maintenance (80 hours)***

Industrial Motor Applications, Electronic Sensors, Electronic Switching Devices, Electronics Hardware, Fiber-Optic Components, Troubleshooting Industrial-Electronic and Computer-Control Systems, Industrial Networks

## ***Per Segment Cost = \$1000 ----- Enrollment Process:***

- Choose your Penn Foster Maintenance Segment. ***All training is provided as printed books and is also available online.***
- Fill out your ICD approval form, ***including a phone number and email address.***
- Penn Foster will generate and email a diagnostic pretest to the member's email address. In this email we'll include instructions for taking the pretest and returning it for evaluation.
- After evaluating the pretest, Penn Foster will let the member know (by email) which training topics were excused by the test, and give them a chance to select an equal number of replacement training topics to take their place. ***Member must respond to the email with a selection of replacement training topics to complete the enrollment process.***
- After member is enrolled in customized training, he or she receives training materials in about one week.

For complete segment lists and more information --- see [Joe McAninch](#)

# E-Learning

Learn at your own pace!

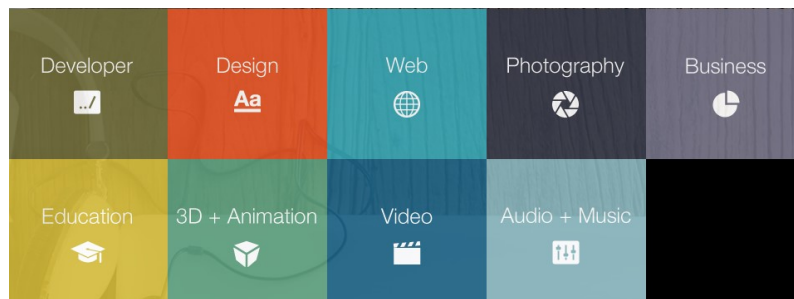
Have you ever wanted to learn another language? Rosetta Stone offers 28 foreign language programs that you can learn at your own pace!

Visit [www.RosettaStone.com](http://www.RosettaStone.com) to purchase your copy of the program today!



- Arabic
- Chinese (Mandarin)
- Dari
- Dutch
- Filipino (Tagalog)
- French
- German
- Greek
- Hebrew
- Hindi
- Indonesian
- Irish
- Italian
- Japanese
- Korean
- Latin
- Pashto
- Persian (Farsi)
- Polish
- Portuguese
- Russian
- Spanish (Latin America)
- Spanish (Spain)
- Swahili
- Swedish
- Turkish
- Urdu
- Vietnamese

Want to know how to build a website, create 3D animation, or learn how to edit photos and videos using the latest editing software? Go to [www.Lynda.com](http://www.Lynda.com) and find a program that interests you!



**All E-Learning programs must be purchased using your own money. Submit a Customized Tuition Reimbursement form AND a copy of proof of purchase to the ICD office and be refunded for your purchase up to \$1,800.**



# Beginning & Advanced Sausage Making



Student tuition  
is \$425 paid  
for through  
your ICD  
funds.



It seems daunting, but yes, you can make sausage at home. Once you learn the fundamentals, you can make almost any sausage, from spicy Italian to an awesome lamb marsala to whatever meat and seasoning combo you dream up. We will cover delicious recipes for all kinds of sausage. This class will teach you everything you need to know to take on this rewarding project. Advance students will build on their skills from the beginning class.

**Class Date: Tuesdays, September 17th through October 8th, 2019**

**Class Times: 9am OR 4:30pm**

**Class Location: USW Local 1196 Union Hall**



**100% HANDS ON**



**ACCEPTING ENROLLMENTS STARTING 9-3-19.  
CALL JOE McANINCH AT 724-713-7433 OR EMAIL  
JOERUTHMAC@YAHOO.COM**

Offered by C & C Operations, LLC Jim Balina and Carol Fuller 1-248-860-1076

# AIR COMPRESSOR REPAIR



Student tuition is \$495 paid for through your ICD funds  
Topics covered: Oil free pumps, control panels, air hoses, in-  
door & outdoor use, storage & transport, and much more!

**Class Dates: Mondays, October 7th through October 28th, 2019**

**Class Times: 9am to 12pm OR 4:30pm to 7:30pm**

**Class Location: Arnolds Hardware  
3025 Freeport Road  
Natrona Heights, PA 15065**

**ACCEPTING ENROLLMENTS STARTING 9-30-19 AT 8AM**  
**WILL NOT ACCEPT ENROLLMENTS BEFORE THAT DATE**

**CALL JOE McANINCH AT 724-713-7433 OR**  
**EMAIL AT JOERUTHMAC@YAHOO.COM**

**CLASS WILL BE FILLED ON A "FIRST COME FIRST SERVE"**  
**CLASS LIMITED TO 18 STUDENTS!**

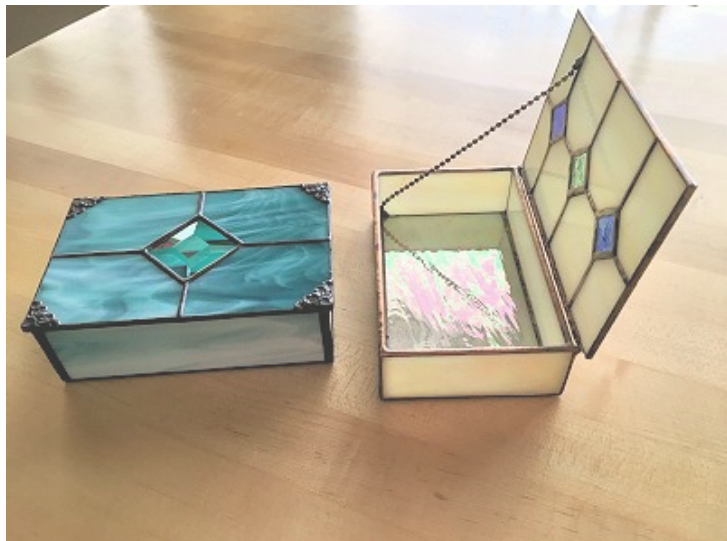
**Offered by C & C Operations, LLC Jim Balina and Carol Fuller 1-248-860-1076**

# STAINED GLASS



All levels welcome to learn how to cut, grind and solder stained glass to make your own jewelry box complete with hinge. From basic construction to decorative elements, assemble a custom form. More advanced students can add dividers and chain.

**GREAT GIFTS!!**



**Class Date: November 4th through November 25th, 2019**

**Class Times: 9am OR 4:30pm**

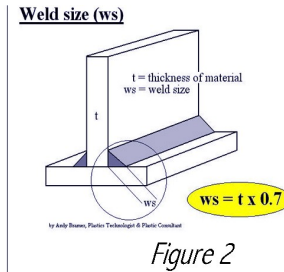
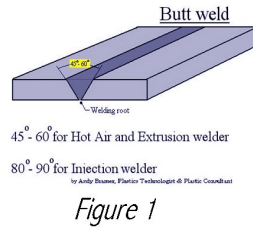
**Class Location: Arnolds Hardware, 3025 Freeport Rd.,  
Natrona Heights**

Student tuition is \$400 paid for through your ICD funds.

**ACCEPTING ENROLLMENTS STARTING 10-21-19 AT 8AM  
WILL NOT ACCEPT ENROLLMENTS BEFORE THAT DATE  
CALL JOE McANNICH AT 724-713-7433 OR  
EMAIL AT JOERUTHMAC@YAHOO.COM**

Offered by C & C Operations, LLC Jim Balina and Carol Fuller 1-248-860-1076

# THERMOPLASTIC WELDING



Class Dates: Wednesday, November 6th through November 27th, 2019

Class Times: 9am OR 4:30pm

Class Location: Arnolds Hardware

3025 Freeport Road

Natrona Heights, PA

Student tuition is \$495 paid for through your ICD



Topics will include; filler material selection, identification, joint design and equipment setup with emphasis on bead types and applications. Upon completion students should be able to perform fillet and groove welds using thermoplastic materials.

**ACCEPTING ENROLLMENTS STARTING 10-30-19 AT 8AM**  
**WILL NOT ACCEPT ENROLLMENTS BEFORE THAT DATE**  
**CALL JOE McANINCH AT 724-713-7433 OR**  
**EMAIL AT JOERUTHMAC@YAHOO.COM**  
**CLASS LIMITED TO 18 STUDENTS**

CLASS OFFERED BY C&C OPERATIONS 248-860-1076





# MONEY TALKS: Learn Its Language

## Financial Literacy Series

Attend a **FREE** financial literacy course taught by *Merrill Lynch Financial Advisor, Seth Thompson*. During the four-part series, he will share his knowledge of financial planning and advising experience to help participants create a solid foundation for their financial future.

**DATES:** *Wednesdays, beginning September 11th (9/11, 9/18, 9/25, 10/2)*

**TIMES:** *9-10 AM & 4:30-5:30 PM*

**VENUE:** *ICD Learning Center*

**TOPICS:** *Investment Basics, 401K, Social Security, IRAs and Rollovers*

**ENROLLMENT:** *Contact Joe McAninch at 724-713-7433 (Minimum 5 people)*



**Seth Thompson**

*Financial Advisor*

T: 412-566-6485

E: sthompson28@ml.com

W: [www.fa.ml.com/sthompson28](http://www.fa.ml.com/sthompson28)



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**MERRILL LYNCH**

# Powder Coating



**Where: Dlubak (603 Saxonburg Rd, Natrona Heights, PA 15065)**

**When: Wednesdays October 16th—November 6th**

**Times: 4:30PM , Make ups Saturday @ 9AM . Must wear long pants.**

**To Enroll:**

- 1. Complete the customized classes and tuition assistance reimbursement application and submit to the ICD Office in Brackenridge.**
- 2. Call Joe McAninch at (724) 713-7433. Leave your name, phone number (no work numbers), and the name of the course.**

**Sign Ups Start 10/2/19**



# Fly Tying Class



**Course includes  
basic fly tying kit!**

## TO ENROLL

**1. Complete the customized classes and tuition assistance reimbursement application and submit to the ICD Office in Brackenridge.**

**2. Call Joe McAninch at (724) 713-7433. Leave your name, phone number (no work numbers), and the name of the course. Sign ups begin 9/3/19**

## Dates:

**Mondays Sept 16th—October 14th**

**Times: 4:30PM, make up Saturday @ 9**

**Location: Brackenridge 1196 Union Hall**

**Maximum 7 people per class**



# HVAC Class

8 WEEK COURSE

Minimum of 5 students are required for a class



**When:** TBD

**Time:** TBD

**Location:** Classes will be held at Brackenridge or Latrobe

## To Enroll:

- 1) Complete the Customized Classes & Tuition Assistance Reimbursement Application and submit to the ICD Office in Brackenridge.
- 2) Contact Fran Arabia or Don Barchesky if you are interested

## This 8 week course will include:

- Understanding Refrigeration and Air Conditioning Fundamentals.
- EPA 608 Certification Test will be given at the end of the course.
- Hands on Training will consist of Safety, Charging Refrigerant into a system, using a Recovery Machine /Vacuum Pump and Tool usage.
- Tool kit will be provided.



# Residential Heating

6 WEEK COURSE

Minimum of 5 students are required for a class



**When:** TBD

**Time:** TBD

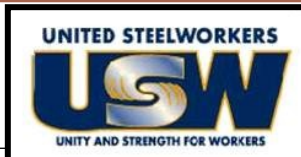
**Location:** Brackenridge and/or Latrobe

**This 6 week course will include:**

- Understanding Residential Heating Fundamentals.
- We will go over Furnaces on Gas, Electric, Oil, and Boilers. Understanding the Operating Controls and their functions.
- Hands on Training will consist of working on a gas furnace. We will also receive certification on one brand of flexible gas pipe.
- Learn how to install Pex Pipe
- Tool kit will be provided.

## To Enroll:

- 1) Complete the Customized Classes & Tuition Assistance Reimbursement Application and submit to the ICD Office in Brackenridge.
- 2) Contact Don Barchesky or Fran Arabia if interested.



# Working With Sheet Metal

8 Week Course

## Course Description:

Understanding how Ductwork is designed for airflow in residential applications.

Training will consist of how to use a Ductulator to calculate Duct size, Supply and Return runs for rooms, Register sizes, and Tips, Tricks and Cardinal Rules when working with sheet metal.

Hands on training will consist of sheet metal safety, the proper use of sheet metal tools, cutting into ductwork, installing tap collars, making end caps from scratch and working with insulated flex pipe.



**Tools will be provided at no extra cost**

**PPE is required for this course. Please bring safety glasses and cut resistant gloves. PPE will NOT be provided.**

**When: TBD**

**Time: TBD**

**Location: Brackenridge and/or Latrobe**

## To Enroll:

1. Complete the Customized Classes & Tuition Assistance Reimbursement Application and submit to the ICD Office in Brackenridge.
2. Call Don Barchesky or Fran Arabia if interested



# Lenape Tech **FALL 2019** Adult & Continuing Education



*Get In. Get Trained. Get to Work!*



**Welding**



**HVACR**



**CompTIA**

EXPLORE  
**The Trades**



**Phlebotomy**



**Pharmacy Tech**



**COMMERCIAL DRIVER'S LICENSE**



**Clinical Medical Assistant**



**Surgical Tech**



**Physical Therapy Aide**

**Industry Certification Training**



Phone: 724-763-5916  
Fax: 724-763-3073  
Email: [kirskel@lenape.k12.pa.us](mailto:kirskel@lenape.k12.pa.us)

## INDIVIDUAL TRADE CLASSES

**WELDING BASICS** - Learn the basics of Shielded Metal Arc Welding, commonly referred to as Stick welding. Covers welding in the flat, horizontal, vertical positions with different types of electrodes along with welding safety and oxy-fuel cutting. This hands-on class will serve as an excellent foundation for those interested in welding. Registration fee includes textbook/materials/Welding helmets for use during class. Student provides personal welding gloves. 48 hrs. **Monday 5:30-9:30 PM Sept 9—Dec 9,2019 \$625.00**

**BLUEPRINT READING for Machinists and Welders** - Class covers how to interpret information on blueprints. Topics covered include: line types, multi-view drawings, section views, tolerancing, dimensioning, welding symbols, introduction to GD&T, and general print reading information. 27hrs. **Tuesday 6:00-9:00 PM Oct 1—Nov 26, 2019 \$359.00**

**COMPUTER NUMERICAL CONTROL (CNC) PROGRAMMING I (Mill)**- Course will provide the knowledge and skills necessary for developing two-dimensional (2D) and three-dimensional (3D) Computer Numerical Control (CNC) milling programs. 30hrs. **Mon/Wed 5:00 - 8:00 PM Oct 28—Dec 4, 2019 \$589.00**

**ELECTRICAL FUNDAMENTALS** - Course addresses aspects of wiring, circuit planning & layout from breaker box to outlet for residential, as well as 220 applications for light commercial use (refrigeration, deep fryers etc.) Learn how to gauge circuits, 3 phase services, and the newest code requirements. Meter Included. 30hrs. **Monday 6:00 - 9:00 PM 9/9-11/18/2019 \$525.00**

**UNDERSTANDING & INTERPRETING ELECTRICAL SCHEMATICS** Learn electric ladder diagrams and reading and drawing electrical schematics. It is recommended this class be taken in conjunction with Electrical Fundamentals listed above. 18hrs. **Wednesday 6:00-9:00PM Sept 18—Oct 30, 2019 \$395.00**

**FUNDAMENTALS OF HVACR** Learn the operating principles of gas furnaces, oil furnaces and split air conditioning systems (Central air). Learn to tear down, install, troubleshoot and adjust systems to manufacturer's recommendations. Course is blended lab and classroom instruction. 30 hrs. **Thursday 6:00 - 9:00 PM Sept 19—Nov 21, 2019 \$625.00**

**EPA 608 REVIEW & EXAM** For persons with some refrigeration and air conditioning knowledge and experience. The purpose is to attain an EPA certification card. 3 hours of instructor- led review before the exam. Should be taken upon completion of the HVACR course. Registration includes study guide & exam. 3 hours of exam review is provided first night. Remaining nights are for testing. Self-study is strongly recommended prior to class and testing. **Thurs to Thurs 6:00 - 9:00 PM Dec 5-12, 2019 \$179.00**

**BASIC MOTOR CONTROL /3 PHASE DISTRIBUTION** Introduction to industrial motor control theory. Hands-on labs of various standard control circuits such as 2 and 3 wire control, hand-off-auto, local-off-remote, multi-station start-stop, emergency stop circuits, timing circuits. 24 hrs **Tuesdays 5:30-8:30pm Oct 1—Nov 26,2019 \$529.00**

**OSHA 10 GENERAL INDUSTRY TRAINING** This training program is intended to provide entry level general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a job site. Program intended to provide instruction on a variety of general industry safety and health standards in accordance with 29CFR1910. 10 hrs. **Mon-Tues-Wed 5:00-8:30pm Dec 16-18, 2019 \$199.00**

**SOLIDWORKS** 100% hands-on course implements the latest version of SolidWorks® parametric 3D software into the design process of mechanical components. Learn how to model parts, build assemblies, and create drawings; advanced functionality of the software. 20 hrs. **Tues/Thurs 5:30-7:30 pm Sept 10—Oct 3, 2019 \$409.00**

**SMALL ENGINE REPAIR** Students will learn how a small engine works, troubleshooting, disassemble/assemble a small engine. More topics may be addressed depending on the class desire. Students may bring in items to work on. 30hrs **Tuesday 6:00-9:00PM Sept 10—Nov 19, 2019 \$229.00**

**SECTION 609 EPA CERTIFICATION REVIEW & EXAM** Section 609 of the Federal Clean Air Act requires technicians who service motor vehicle air conditioning "MVAC" systems to be certified. Registration includes study guide & exam. **Offered Sept 16, Oct 23, or Dec 18, 2019 5:30-9:00PM \$59.00**

## Individual Adult Classes

View classes on line at [www.lenpapetech.net](http://www.lenpapetech.net)

## PERSONAL ENRICHMENT CLASSES

**GEOMETRIC DIMENSIONING & TOLERANCING (GD&T)** Understand GD&T blueprint reading skills used in many applications in manufacturing. Covers most of the geometric dimensioning controls used on mechanical engineering drawings. Theoretical and practical concepts of each of the geometric controls are explained relative to design, tooling, production, and inspection. 30hrs. **MON/WED 3:30-6:00PM Sept 23—Oct 23,2019 \$459.00**

**WORKPLACE CULTURE & ENVIRONMENT** Understanding workplace ethics and etiquette is critical to individual and organizational success. This essential skills class will cover various topics, including resumes/cover letters/interviewing. 12 hr. **Tues 5:30-8:30 PM Sept 3-24, 2019 \$129.00**

**APPLIED MATH FOR INDUSTRY** Applied Mathematics assessment measures the skill people use when they apply mathematical reasoning, critical thinking, and problem-solving techniques to work-related problems. This course will take place both on campus online. Campus computer lab will be available to accommodate those without personal computers. Campus nights are **Wed 5:30-7:30pm Sept 4, Oct 2, Nov 6 & Dec 4, 2019 \$169.00**

**I HAVE A COMPUTER...NOW WHAT?** 15-hour beginner course is targeted to computer novices who need help setting up and running their computers to enter or re-enter the job market. In this no-stress class, students will learn the basics of using a computer: how to use a mouse, how to use the Desktop, how to start a software program and how to install software. In addition, learn about working within a Windows environment, file management, online help options, using Microsoft Word to create documents and using Microsoft Excel to create simple spreadsheets. Email and the Internet will also briefly be discussed. **Fridays 9:00am—12:00pm Sept 13—Oct 11, 2019 \$139.00**

**MICROSOFT OFFICE** 15-hour course introduces main features of Microsoft Office components & how they are used together. Learn to create, copy, save, edit, & format documents in Word; create formulas & functions, format, build/edit worksheets and work with charts in Excel; create/edit databases, develop forms & reports; use sorts and filters in Access; create, format, modify and enhance Power Point presentations. **Tuesdays 5:00-8:00PM Oct 1—29, 2019 \$139.00**

## JUST FOR FUN!

**AN INTRODUCTION TO VOICEOVERS** Fun, one-on-one, video chat class to get started in Professional Voice Acting, covering many details of the industry. Receive professional voice evaluation. Taught by a professional voice actor from the voice acting training company, Voices For All. Must have Internet Access & Video Chatting capabilities using either of the following free methods: Skype, Zoom, or iChat. Also offered via telephone. Conducted one-on-one with student, and will be scheduled between student and instructor once the student has enrolled. **Online Class Call for Dates \$59.00**

**LEARN TO BELLY DANCE!** NOW 8 WEEKS LONG!!! Belly dancing is an intriguing dance; it is beautiful, enchanting, & hypnotic. Learn traditional belly dance set to both traditional belly dance music and modern pop. Also learn about musicality, theory and history of this beautiful ancient art form. You will also be doing something that will help you to stay in shape! **Thurs 6:30-7:30PM Oct3—Nov21,2019 \$69.00**

**CROCHET FOR BEGINNERS** This beginning crochet class, consisting of six (6) weeks of two (2) hour sessions, will introduce you to the basic crochet stitches. You will learn several of stitches (i.e. chain, single crochet, double crochet, treble crochet) and others, provided the progress of the students. The goal is to show students how to crochet and how to read a pattern. Come join the class and learn how to make your very own projects. Then give a handmade gift to anyone. Patterns provided. Students will need to bring one (1) skein worsted weight yarn and either size G or H crochet hook. 12hrs. **Mondays 6:00-8:00 PM Sept 9—Oct 14, 2019 \$69.00**

# REGISTER TODAY 724-763-5916



Classes taught  
by Jessica  
Shotts, owner of  
Cake Shotts, LLC.



# CAKES AND COOKIES

## HALLOWEEN SUGAR COOKIES

Monday October 7, 2019 6-8pm \$55

Students will learn how to decorate Halloween-themed cookies using royal icing and the "flow" technique

## SIMPLE GUM PASTE FLOWER CLASS

Monday October 14, 2019 6-8pm \$65

Learn how to make basic gum paste flowers including daisies, sunflowers, blossoms, calla lily, leaves, and more.

## THANKSGIVING SUGAR COOKIES

Tuesday October 22, 2019 6-8pm \$55

Students will learn how to decorate Thanksgiving-themed cookies using royal icing and the "flow" technique

## MOMMY AND ME REINDEER CAKE

Saturday November 9, 2019 10:00am-12:00pm \$65

Child will pair up with an adult partner to create a Rudolph the Reindeer cake. There is no minimum or maximum age, just consider child's ability when registering. 1 child per parent please.

## CHRISTMAS COOKIE CLASS

Monday November 18, 2019 6-8pm \$55

Students will learn how to decorate Christmas-themed cookies using royal icing and the "flow" technique

## GOBBLE GOBBLE PROJECT

Tuesday November 19, 2019 \$65

Learn to decorate this adorable turkey cake to impress all your family and friends and make this the centerpiece of your Thanksgiving dessert table!

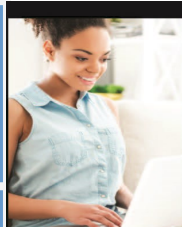
## CHRISTMAS ORNAMENT CUPCAKE CLASS

Monday November 18, 2019 6-8pm \$65

This is a fun filled hands on class where each student will decorate 6 cupcake ornaments. Each will go home with a box of beautifully decorated cupcake ornaments. This is a class for people of all levels of cake decorating. Children are also welcome.

**\*\*\*ALL SUPPLIES INCLUDED IN CLASS FEE\*\*\***

Class sizes limited. Discount offered for those registering for multiple classes. Phone 724-763-5916 for details



## INSTRUCTOR-LED ONLINE COURSES BUNDLE DEALS!

These bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners and offer new course sessions monthly. Visit our website to view start dates for the courses that interest you.

### Course Features:

- 24-Hour Access
- Online Discussion Areas
- 6 Week Format
- Expert Instructor
- Monthly start sessions

**Complete any of these courses entirely from your home or office and at any time of the day or night.**

**ENROLL NOW!**

### Microsoft Office 2016 Value Suite

Learn to use the basic features of Microsoft Word 2016, Microsoft Excel 2016, and Microsoft PowerPoint 2016, three of the most fundamental software programs used in educational and professional settings.

### Quickbooks 2016 Series

Master the fundamentals and more advanced functions of QuickBooks 2016. Learn everything from creating statements to using batch invoicing and managing journal entries.

### Excel 2016 Series

Learn to use basic, intermediate, and advanced features of Microsoft Excel 2016.

### Writing and Editing Value Series

Brush up on your grammar, writing, and editing skills with this discounted bundle of online courses!

### Accounting Fundamentals Series

If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

### Vet Assistant Series

Practicing veterinarian prepares you to work in a veterinary office or hospital.

### SQL Series

SQL is one of the most requested skills from today's data-driven employers. Learn the coding language in these easy to follow online courses.

### Supervision and Management Series

Whether you're new to managing employees or are a seasoned pro, these courses will help you brush up on your leadership and interpersonal communication skills, to help you lead your team to success.

(724) 763-5915

ed2go.com/lenape

## Lenape Adult Education

**is committed to helping adults achieve educational and career goals by providing convenient and affordable learning opportunities:**

- Evening Career Development Programs & Courses
- Online Learning
- Business & Industry Training Solutions
- Personal Enrichment
- Industry Certification Training

Our programs allow students to explore new areas and develop new abilities for either personal or professional reasons all for a reasonable investment of time and money and in a friendly yet challenging atmosphere.

**Enroll in one of our classes today and see for yourself!**



**The future of your organization depends on an educated workforce. A knowledgeable staff fuels innovation and productivity.**

Starting with a strategic approach to your training goals, Lenape Adult Education can help you map out achievable short and long term training plans that fit your budget, excite your learners and achieve your training objective.

**Call 724-763-5915  
to discuss your organization's training needs today!**





# Physical Therapy Aide



## PROGRAM TRAINING INCLUDES:

- Core Training 70 hours
- Medical Law & Ethics 24 hours
- Computer Skills for the Workplace 24 hours
- Workplace Culture & Environment 12 hours
- Clinical Externship 40 hours

Tuition and Fee Schedule:	
Program Tuition†	\$1799
Program Application Fee*	\$25
Late Registration Fee**	\$50
Additional fees may apply:	
Health Insurance	Varies
Clearances /CPR/BLS	Varies
Physical -Including immunizations/Drug Screen	Varies
Uniforms/Lab Coat	Varies
National Certification Exam	\$109

This comprehensive Physical Therapy Aide Program prepares students for the growing field of Physical Therapy. The Physical Therapy Aide is generally responsible for carrying out the non-technical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, and transporting patients working under the direction of the physical therapist. Furthermore, these workers assist physical therapists in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Physical Therapy Aides may be employed in nursing homes, hospitals, sports rehabilitation centers and some orthopedic clinics. Note: Upon successful completion of this program, students are eligible to sit for the American Medical Certification Association PTAC national certification examination.

**Classroom Program runs Sept 3 - Dec 19, 2019. Clinical Externship immediately follows classroom training and may require daylight hours.**

## Industry Certification Training

Programs have limited enrollment. Early registration is encouraged.

**REGISTER NOW!**

**724.763.5916**

<p><b>PA State Inspection Mechanic</b> Initial Certification Training—must be 18 years of age, and possess valid current operator's license. Must attend all classes. Category 1,2,3, Enhanced and Document Reviewer Offered. Registration is required 2 weeks prior to first night of class. Optional <b>RECERTIFICATION</b> training offered also for those with certifications close to expiration. Phone for details. Classes run 5:30-9:30pm Monday &amp; Wednesday nights</p>	<p><b>2019 Dates:</b> 8/26-9/11 10/7-10/21 12/2-12/16</p>	<p>Call for fee schedule</p>	
<p><b>SERVSAFE® CERTIFICATION</b> The US Model Food Code from the FDA and Department of Agriculture requires that food service personnel be Food Safety Certified. Earn your certification in this one day class. 8 hours of certified self/home study prior to taking the class (required). Registration includes exam fee, text and lunch. Saturdays; 1-day course. 7:30am – 3:00pm. Advanced Registration is required for this class. Retest is \$75 for those who do not pass test first time.</p>	<p><b>2019 Dates:</b> 8/24/2019 9/21/2019 10/19/2019</p>	<p>\$189.00 Includes textbook, exam, and lunch (add \$5 if mailing textbook)</p>	
<p><b>EPA 609 Technician Certification</b> A/C Certification on the Move! Section 609 of the Federal Clean Air Act requires technicians who service motor vehicle air conditioning "MVAC" systems to be certified. Section 609 certification is a requirement of the United States Clean Air Act of 1990. Offered on Monday or Wednesday evenings 5:30-9pm</p>	<p><b>2019 Dates:</b> 9/16/2019 10/23/2019 12/18/2019</p>	<p>\$59.00 Includes Materials &amp; Exam</p>	

**REGISTER TODAY 724-763-5916**



# Adult Fast Track Programs

Programs have limited enrollment. Early registration is encouraged.

HAVE YOU REGISTERED YET?



ENTRY LEVEL

## Phlebotomy Technician Certification Training

### PROGRAM TRAINING INCLUDES:

- Phlebotomy Core Training 48 hours
- Medical Law & Ethics 24 hours
- Computer Skills for the Workplace 24 hours
- Workplace Culture & Environment 12 hours
- Clinical Rotation 100 hours

Tuition and Fee Schedule:	
Program Tuition <sup>†</sup>	\$1830
Program Application Fee*	\$25
Late Registration Fee**	\$50
Additional fees may apply:	
Health Insurance	Varies
Clearances	\$20
CPR/BLS Certification	Varies
Physical -Including immunizations	Varies
Drug Screen	\$30
ASCP Certification Exam	\$135

108 hours of blended classroom and online learning combined with 100 hours in multiple clinical settings gaining hands-on experience, the benefits of attending the Phlebotomy Technician certificate program through Lenape Tech's Adult and Continuing Education are: Affordability, Program completed in just a few short months, small class sizes, opportunity for certification, and employers actively recruit from our programs. Blended program includes campus classes on three evenings, as well as an online component. Clinical Rotation requires daylight hours.

**Fall Program runs Sept 3 - Dec 19, 2019.**

ENTRY LEVEL

## Pharmacy Technician Certification Training



### PROGRAM TRAINING INCLUDES:

- Pharmacy Technician Core Training 84 hours
- Medical Law & Ethics 24 hours
- Computer Skills for the Workplace 24 hours
- Medical Math 24 hours
- Workplace Culture & Environment 12 hours
- Externship \*\* 60-80 hours

Tuition and Fee Schedule:	
Program Tuition <sup>†</sup>	\$2195
Program Application Fee*	\$25
Late Registration Fee**	\$50
Additional fees may apply:	
Externship Fee	\$79
Clearances	\$20
Physical -Including immunizations, drug screening	Varies
Health Insurance	Varies
Uniforms (optional for externship)	\$20-30



170 hours of classroom and online based learning, and 60-80 hours of externship (optional)\*\* you will gain valuable hands-on experience. The benefits of attending the Pharmacy Technician certificate program through Lenape Tech Adult and Continuing Education are: Affordability, program completed in just a few short months, small class sizes, PTCB certification testing is included in program cost, and employers actively recruit from our programs.

**Fall Program runs Sept 3- Dec 19, 2019.**

\*Program application Fee is non-refundable. \*\* A \$50.00 late registration fee will be charged for tuition that is not paid in full at least 2 weeks prior to the start of the first class. † There is a program tuition discount offered to those students who pay tuition in full at least 2 weeks prior to the start of the first class.

# Adult Fast Track Programs

Programs have limited enrollment. Early registration is encouraged.



## Clinical Medical Assistant



## Surgical Technician



### PROGRAM TRAINING INCLUDES:

- CMA Core Training 140 hours
- Medical Law & Ethics 24 hours
- Computer Skills for the Workplace 24 hours
- Workplace Culture & Environment 12 hours
- Clinical Externship 160 hours

Tuition and Fee Schedule:	
Program Tuition†	\$3325
Program Application Fee*	\$25
Late Registration Fee**	\$50
Additional fees may apply:	
Health Insurance	Varies
Clearances /CPR/BLS	Varies
Physical -Including immunizations	Varies
Uniforms/Lab Coat	Varies
Certification Exam Fee	\$155
Drug Screen	\$30

This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes preparing patients for examination & treatment, routine lab procedures, diagnostic testing, technical aspects of the cardiac life cycle; includes 200 hours of classroom lecture/hands on labs plus clinical externship opportunity. To be eligible for clinical rotation, students must successfully complete classroom program, submit to a thorough background check, drug screening and meet other requirements. Note: Upon successful completion of this program, students will be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. **Program runs (Classroom) Sept 3 - Dec 19, 2019. Clinical Externship immediately follows classroom training and requires daylight hours.**

Tuition and Fee Schedule:	
Program Tuition†	\$3150
Program Application Fee*	\$25
Late Registration Fee**	\$50
Additional fees may apply:	
Health Insurance	Varies
Clearances /CPR/BLS	Varies
Physical -Including immunizations	Varies
Uniforms/Lab Coat	Varies
Drug Screen	\$30

This comprehensive program will cover the surgical technician's role beginning from pre-op preparation, during the operative procedure and finish with post-operative room break down. This course covers the following key areas and topics – The history of surgery; Introduction to the operating room; the legal aspects of surgery and the surgical technician; policies and guidelines: introduction to human anatomy, surgical instruments, operating room equipment, operation, and maintenance; introduction to patient preparation; as well as other key concepts. Note: The objectives of this program do not include a state or national certification – which generally requires at least 2 years of formal education. By completing this program, and the 12-week externship, students will fulfill initial requirements to prepare for national certification. **Program runs (Classroom) Sept 3 - Dec 19, 2019. Clinical Externship immediately follows classroom training and requires daylight hours Dec 16, 2019-March 31, 2020.**

### PROGRAM TRAINING INCLUDES:

- Core Training 70 hours
- Medical Law & Ethics 24 hours
- Computer Skills for the Workplace 24 hours
- Workplace Culture & Environment 12 hours
- Clinical Externship 12 Weeks

\*Program application Fee is non-refundable. \*\* A \$50.00 late registration fee will be charged for tuition that is not paid in full at least 2 weeks prior to the start of the first class. † There is a program tuition discount offered to those students who pay tuition in full at least 2 weeks prior to the start of the first class.

# Adult Fast Track Programs

Programs have limited enrollment. Early registration is encouraged.

HAVE YOU REGISTERED YET?



ENTRY LEVEL

## WELDING FAST TRACK

FALL TERM 2019	Classes to be taken:	Hours
		Blueprint Reading
	Basic Welding	48
	Applied Math for Industry	24
	Workplace Culture & Environment	12
SPRING TERM 2020	Advanced Welding	48
	OSHA 10 General Industry	10
	Welding II: TIG & MIG	30
	Basic Weld Inspection	12
	Basic Weld Certification testing	1 attempt†
	<b>TOTAL PROGRAM HOURS</b>	<b>217</b>
	Program Tuition	\$3450.00
Program Registration Fee (non-refundable)	\$25.00	
<b>Program Total</b>	<b>\$3475.00</b>	
Discounted Program Total if paid in full at least 2 weeks in advance **		\$3400.00



Welders are needed in almost every industry. This program combines hands-on training in the use of GMAW welding equipment with the associated coursework to develop the skill sets needed for success in the field. The program assists students in meeting the entry-level qualifications of the welding industry and prepares them to take the American Society of Welding's D1.1 Structural Welding Code Performance Qualification examination (included in program). Students will also complete the required training to obtain OSHA 10 for General Industry. All texts/material included. Student must provide own welding gloves. **Program is 2 semesters. Fall semester: Aug 27—Dec 19, 2019; Spring semester Jan 20-May 21, 2020**

ENTRY LEVEL

## HVACR FAST TRACK

FALL TERM 2019	Classes to be taken:	Hours
		Electrical Fundamentals
	Applied Math for Industry	24
	Interpreting & Understanding Electrical Schematics	18
	Fundamentals of HVACR	33
	Workplace Culture & Environment	12
	OSHA 10 General Industry	10
	Esco EPA 608 Certification Review & Exam	12
	<b>TOTAL PROGRAM HOURS</b>	<b>139</b>
	Program Tuition	\$2225.00
	Program Application Fee (non-refundable)	\$25.00
	<b>Program Total</b>	<b>\$2250.00</b>
	Discounted Program Total if paid in full at least 2 weeks in advance **	\$2175.00



In Lenape Adult Education's HVACR Fast Track, you'll acquire real-world skills, get hands-on training and benefit from an individualized focus. Additionally, you will learn about common mechanical, electrical, and electronic components such as motors, compressors, fans, switches and thermostats. ESCO EPA 608 Certification testing and OSHA 10 for General Industry training included in program. **Program runs twice a year. Takes approximately 4 months to complete.** Please refer to program brochure or our website for more program details. **Fall run dates: Sept 3—Dec 19, 2019**

\*Program application Fee is non-refundable. \*\* A \$50.00 late registration fee will be charged for tuition that is not paid in full at least 2 weeks prior to the start of the first class. † First attempt Basic Weld Certification testing included in program cost— any subsequent testing has a fee of \$350 per attempt. Student MUST maintain an overall program grade (attendance and course work) of 80% or better to qualify to take certification testing.



# Adult Fast Track Programs

**Get in! Get Trained! Get to work!**



## CompTIA™ Certification Training: A+, Network+, Security+

**12 Month, 480 Hour Online Program \$3,995.00**

Along with learning the fundamentals of IT, you'll study a range of related disciplines, including building and managing a data network, troubleshooting networking issues, routing and switching, risk assessment, and data recovery.

To gain further understanding, you will be able to practice the concepts being taught, using interactive virtual software.

To enroll in this program, you should have basic knowledge of computer hardware and operating systems—for example, how to power up and log on to a machine, how to use a mouse and keyboard, and basic Microsoft Windows navigation skills.

This program is for you if you're interested in pursuing a career in information technology, specifically related to PC technology, networking and security. This program will prepare you obtain a CompTIA™ A+, Network+, and Security+ Certification designations.

### Competency Checklist

- CompTIA™ A+ Exams 220-1001, 220-1002
- CompTIA™ Network+ Exam N10-007
- CompTIA™ Security+ Exam SY0-501



Possible Careers Include... Tech Support \* IT Specialist \* Network Administrator \* Network Installer \* Security Consultant

This course will prepare you for three CompTIA IT certifications that are ideal for entry-level and mid-level professionals: A+, Network+ and Security+. The CompTIA certifications are the most-recognized, vendor-neutral credentials in the industry, and will assure employers that you have the skills they need. Upon successful completion of this course, you will be prepared to sit for the following exams: CompTIA A+ Exams 220-1001 and 220-1002, CompTIA Network+ Exam N10-007, and CompTIA Security+ Exam SY0-501. This course offers exam vouchers. The vouchers are pre-paid access to sit for the certifying exams upon eligibility. This course can be taken on either a PC or Mac device. Mac users are encouraged to have access to a Windows environment on their device. The Online Lab System is compatible with PC and Mac computers as well. You will be provided detailed instructions for setting-up a home virtual lab system.

### Accuracy Policy

The staff at Lenape Adult Education has made every reasonable effort to determine that information provided to you is accurate. Course and programs offered together with other matters contained herein, are subject to change without notice by the administration of Lenape Adult Education for reasons related to student enrollment, level of financial support, tuition or fees, class schedules, curricula, or for any other reason, at the discretion of the school. The school further reserves the right to add, amend, or repeal any of their rules, regulations, policies, and procedures.

EXPLORE

The Trades

## CDL Driver's Training

*Classes Run Every Other Month*

Truck drivers have a great deal of freedom – the freedom to choose the job they want, the firm they want to work for, and the type of equipment they want to drive, home time, and the opportunity to become an owner-operator. These are added benefits that go along with the high demand for CDL drivers.



**CDL - 160 Hour Program: \$5200.00**

**CDL - 240 Hour Program: \$6500.00**

**CDL - 280 Hour Program: \$7500.00**

**80 hour Refresher training only: \$2855†**

*(†with valid permit/license & DOT physical)*

**Testing Only (with valid permit): \$275.00**

STUDENTS ARE RESPONSIBLE FOR PERMIT, ENDORSEMENTS, DRUG SCREEN AND DOT PHYSICAL †Drug screen fee included in 80 hour Refresher Training only.

ALL PROGRAMS INCLUDE MAP READING, TRIP PLANNING, HOURS OF SERVICE AND CSA COMPLIANCE

\*Other Required Fees: Permit & Endorsements, DOT Physical, and DOT Drug Screen. These fees may vary and are the responsibility of the student. Entrance Requirements: Individual must be at least 18 years of age, have an acceptable Motor Vehicle Record, pass a DOT physical and DOT drug screen.

**Students receive classroom training and drive time in actual tractor trailer trucks with senior driver instructors.**

**Call 724-763-5916 or 1-800-726-2129**



A proud partner  
Of PA Pride, LLC  
Serving the rural  
Regions of  
Northwest  
Pennsylvania



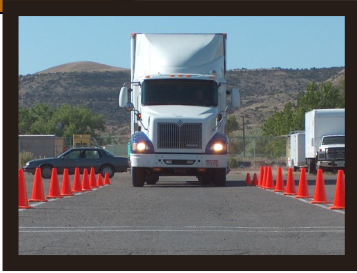
*\*Program application Fee is non-refundable. \*\* A \$50.00 late registration fee will be charged for tuition that is not paid in full at least 2 weeks prior to the start of the first class.*

# Keystone Diesel: The Truck Driving School

**Keystone Diesel**  
647 Evans City Rd.  
Building 101  
Butler, PA 16001  
724-482-0019  
www.keystonediesel.net

Call Keystone Driving School for  
more details!

## ▶ CDL Licensing Course



- ◇ **Receive your Commercial Driver's License - Class A**
- ◇ **If you already have a Class B License, upgrade to a Class A**
- ◇ **Day / Evening / Weekend Classes**
- ◇ **Flexible Training Schedule**

### All Applicants:

- Must pass DOT physical and drug test
- Must hold valid PA driver's license
- Must be able to read, write, and speak English

### Training Times (October, November, December)

Cost = \$2,000

Classroom Training is 2 weeks in length

Topics Covered: General Knowledge, Combination Vehicles, Air Brakes, Doubles and Triples, Tankers, and Hazardous Materials Endorsements and Log Books

### Skills Training Times (January, February, March)

Cost = \$2,000

Skills Training is 2 weeks in length

Topics Covered: Various Backing Maneuvers, On the Road Exercises Needed to Pass CDL Testing Requirements

### Applicant Costs:

DOT Physical and Drug Test =  
\$150.00

CDL Learner's Permit =  
\$30.00-80.00

### **To Enroll:**

1. Complete the Customized Classes & Tuition Assistance Reimbursement Application and submit to the ICD Office in Brackenridge.
2. Call Joe McAninch at (724) 713-7433. Leave your name, phone number (no work numbers) and the name of the course.

## Training Today For A Better Tomorrow

# Heavy Equipment Operator Training

## **TACK OPERATOR TRAINING, LLC**

*Tack Operator Training, LLC  
692 East Butler Rd.  
Butler, PA 16001  
724-285-7232*

For additional details and program information, please visit [www.tackoperatortraining.com](http://www.tackoperatortraining.com) or call 724-285-7232

### **To Enroll**

1. Complete the Customized Classes & Tuition Assistance Reimbursement Application and submit to the ICD Office in Brackenridge.
2. Call Joe McAninch at (724) 713-7433. Leave your name, phone number (no work numbers), and the name of the course.




- ◆ **HEAVY CONSTRUCTION PROGRAM - BACKHOE, DOZER, AND EXCAVATOR**
- ◆ **MUNICIPAL AND RESIDENTIAL PROGRAM - BACKHOE ONLY**
- ◆ **UTILITY LINE PROGRAM - BACKHOE AND EXCAVATOR**
- ◆ **HEAVY, RESIDENTIAL AND UTILITY PROGRAM - BACKHOE, DOZER, AND EXCAVATOR**

Classes conducted by Tack Operator Training, LLC, located in Butler County, PA. Four on-site heavy equipment construction programs are offered.

Students receive one-on-one instruction with full time spent on the heavy equipment. Programs range from a 48 hour - 4 week program to a 160 hour - 10 week program.



Call: 1-800-837-8299      

# Course Offerings

- \* Automotive Training
- \* Building Technology
- \* Combination Welding
- \* Industrial Maintenance
- \* Commercial Truck Driving
- \* Construction Trades
- \* Diesel and Heavy Equipment Repair Technology
- \* Electrical Technology
- \* Heavy Equipment Operators
- \* Machinist Technology
- \* Motorcycle & Power Equipment Technology
- \* Refrigeration/AC Technology
- \* Industrial maintenance With Wind & Solar Technology

For details on courses offered, contact Jim Cateline at New Castle School of Trade at 1800-837-8299 or online at [www.ncstrades.edu](http://www.ncstrades.edu)



## To Enroll

1. Complete the Customized Classes & Tuition Assistance Reimbursement Application and submit to the ICD Office in Brackenridge.
2. Call Joe McAninch at (724) 713-7433. Leave your name, phone number (no work numbers), and the name of the course.





# ADULT EDUCATION

## NORTHERN WESTMORELAND CTC

705 Stevenson Boulevard  
New Kensington, PA 15068  
Phone: (724) 335-9389  
[www.nwctc.k12.pa.us](http://www.nwctc.k12.pa.us)

### TO ENROLL:

1. Complete the Customized Classes & Tuition Assistance Reimbursement Application and submit to the ICD Office in Brackenridge.
2. Contact Jill Awes at (724) 335-9389 ext. 214.

## Northern Westmoreland Career & Technology Center



### Sample Course Offerings:

- ◆ Computers
- ◆ Software
- ◆ Business
- ◆ Automotive

For details on courses offered, contact Jill Awes at Northern Westmoreland CTC at (724) 335-9389 ext. 214 or visit [www.nwctc.K12.pa.us](http://www.nwctc.K12.pa.us)

# Penn Foster Career School

Experience the convenience of learning at home, at your own pace. You can study online, in print, or a combination of both. Expert instructors and helpful support staff are just a phone call or email away. The accredited Penn Foster Career School offers the affordable and complete educational experience that can prepare you for a better future. Below is a sample of the programs offered.

## School of Trade

### *Career Diploma*

Appliance Repair  
Carpenter  
Dog Obedience Trainer  
Electrician  
Furniture/Cabinet Maker  
Gunsmith  
Home Inspector  
Home Remodeling/Repair  
HVAC Technician  
Jewelry Design & Repair  
Landscape  
Locksmith  
National Electric Code  
Pet Groomer  
Plumber  
Residential Electrician  
Small Engine Repair  
Travel/Tourism Specialist

## School of Technology

### *Assoc. in Specialized Business Degree*

Electronics Technician  
Forensic Computer Examiner  
Internet Marketing  
PC Fundamentals  
*Career Diploma*  
Electronics Technician  
PC Maintenance & Repair  
PC Specialist  
Telecomm Technician  
Web Page Designer

## School of Automotive

Auto Repair Technician  
Automotive HVAC  
Automotive Transmissions  
Diesel Mechanics  
Motorcycle Repair

## School of Business

### *Assoc. in Specialized Business Degree*

Accounting  
Business Management  
HR Management  
Internet Marketing  
Marketing  
Public Relations

### *Career Diploma*

Bookkeeping  
Hotel & Rest. Management  
Small Business Management

An email address is now required by Penn Foster for each applicant. Please include one on the Tuition Reimbursement Application.

See course descriptions at [www.pennfoster.edu](http://www.pennfoster.edu)

#### TO ENROLL:

1. Complete the Customized Classes & Tuition Assistance Reimbursement Application and submit to the ICD Office in Brackenridge.
2. Call Joe McAninch at (724) 713-7433. Leave your name, phone number (no work numbers), and the name of the course.



USW/ATI Flat Rolled Products  
Customized Classes & Tuition Assistance Reimbursement Application

Instructions: Complete ALL fields and forward to the ICD Office, Brackenridge, **PRIOR to the start of class.**  
Please Print.

Name: \_\_\_\_\_ Plant: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Last four digits of Social Security Number: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Program (Check applicable program)

Customized Classes (You may not have an invoice to attach if the vendor invoices the company directly)

Tuition Assistance:

- GED                       Certificate                       Associate Degree                       Bachelor's Degree
- Master's Degree                       Continuing Education Courses                       Other (explain) \_\_\_\_\_

Course Names

1. \_\_\_\_\_

2. \_\_\_\_\_

Term Beginning Date: \_\_\_\_\_ Term Ending Date: \_\_\_\_\_

List Costs

Tuition \$ \_\_\_\_\_

Textbooks \$ \_\_\_\_\_

Fees \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Office Use:

Employee within ICD dollar limits     Yes     No    Verified by: \_\_\_\_\_

LJC Approval: \_\_\_\_\_

Company Approval: \_\_\_\_\_

**PRIOR TO THE START OF THE CLASS: Send to the ICD Office, 100 River Rd Brackenridge, PA 15014  
Incomplete forms will be returned to the employee.**



## Customized Classes & Tuition Assistance Reimbursement Process

All USW represented members at ATI Flat Rolled Products may apply for customized classes/tuition assistance each calendar year for credit or non-credit courses taken through an institution certified by a recognized accreditation agency. Customized classes/tuition assistance will pay for tuition, required textbooks and course-related fees. These funds will not pay for travel, food, parking or personal items such as pens, paper, calculators, or notebooks. Tuition will be paid directly to the institution. Textbooks and fees will be reimbursed to the employee.

The Customized Classes & Tuition Assistance Reimbursement Application serves as your registration for class and your reimbursement application. The only time a Customized Classes & Tuition Assistance Reimbursement Application does not need to be completed is when an employee is taking a computer class offered at the learning centers.

Each USW represented employee is allotted up to \$2,000 per year for customized classes and up to \$1,800 per year to cover the cost of tuition assistance and books.

The reimbursement process is as follows:

1. Employee completes **all** fields on the Customized Classes & Tuition Assistance Reimbursement Application **PRIOR to the start of class.**
2. Employee forwards the completed Customized Classes & Tuition Assistance Reimbursement Application to the ICD Office in Brackenridge.
  - Customized Classes –Some vendors bill the company directly for customized classes, the employee may or may not receive an invoice from the vendor for their class. In the event the employee is provided with an invoice, it should be attached to the completed application.
  - Tuition Assistance – Requires that an invoice or letter from the institution stating the name of the employee, the course(s) being taken and the tuition cost be attached to the completed application.
3. ICD staff will verify that the employee is within their annual ICD dollar allotment, obtain approval signatures and process the application accordingly. (If an employee will exceed the annual allotment, the application will not be processed but will be presented to the Local Joint Committee (LJC) for discussion.)
4. A check for reimbursement will be processed. Original receipts are required for proper documentation and reimbursement and all receipts are to be forwarded to the ICD Office. No checks will be issued without proper documentation.
  - If tuition is to be paid to an institution, a check will be processed and sent directly to the institution.
  - If reimbursement is due the employee, a check will be sent directly to the employee's mailing address.
5. For tuition assistance, a copy of the transcript/certificate or other proof of completion is sent to the ICD Office. Proof of completion must be submitted before a second application will be approved.

In the instance that an application is denied, the opportunity exists for the employee to request a second review. This is done by requesting the review and explaining the circumstances in writing within 30 days of the denial. The Local Joint Committee will review the application and issue a written decision. The decision of the Local Joint Committee is final.

**It is the employee's responsibility to complete and submit the application following the proper reimbursement process.** Incomplete applications, or applications received after a class has started, will be handled in the following manner:

1. ICD staff will provide the employee with a reminder that applications must be completed and submitted **PRIOR** to the start of class. The LJC and company representative will be notified.
2. If a second incomplete or late application is submitted, it will not be approved for reimbursement. The employee will become responsible for paying the invoice.
3. If a third incomplete or late application is submitted, the employee will not be eligible for any additional classes the remainder of the calendar year.